



MILWAUKIE PLANNING
6101 SE Johnson Creek Blvd
Milwaukie OR 97206
503.786.7630
planning@milwaukieoregon.gov

TEMPORARY USE PERMIT APPLICATION

Approval may be granted for structures or uses which are temporary in nature, such as temporary offices or off-site parking and storage, provided such uses are consistent with the intent of the underlying zoning district and comply with other provisions of this Code. These activities are intended to be in use for a limited duration and shall not become a permanent part of a site. Temporary use permits shall be subject to the requirements set forth in MMC 11.05.

- Permit, if issued, authorizes the applicant to conduct the temporary use that is described herein paying close attention to any conditions of approval that are attached.
- The city will review your request and determine if there is a need to attach any fees for services rendered including staff time, police services, etc.
- **Submit this completed application by email, regular mail, or in person.**

CHECK THE APPLICATION TYPE:

- | | |
|---|---|
| <input type="checkbox"/> Construction Offices | <input type="checkbox"/> Parking (check location below) |
| <input type="checkbox"/> Material Storage | <input type="checkbox"/> On Private Property |
| <input type="checkbox"/> Other: _____ | <input type="checkbox"/> Public Parking Stalls |

For temporary events please visit <https://www.milwaukieoregon.gov/events/temporaryeventpermit>

USE INFORMATION:

Site Address:	Map & Tax Lot(s):
City-owned land? <input type="checkbox"/> Yes <input type="checkbox"/> No	Existing Zone Designation: Land Use File #(s):
Date(s) of Use:	Proposed Hours:
Is this a recurring use? <input type="checkbox"/> Yes <input type="checkbox"/> No	Day(s) of the week:

PROPOSED USE (describe briefly):

IMPORTANT INFORMATION ON REVERSE SIDE

RESPONSIBLE PARTIES:

APPLICANT:	<input type="checkbox"/> Project Contact	<input type="checkbox"/> Business Owner	<input type="checkbox"/> Other
Applicant Name:		Business Name:	
Phone(s):		Email:	
Mailing Address:		Zip:	
PROPERTY OWNER:			
Property Owner:			
Mailing address:		Zip:	
Phone(s):		Email:	

SUBMITTAL REQUIREMENTS

- **For Sales and Construction Trailers:**
A plat or subdivision map (11"x17") showing the lot measurements, configuration, lot number, address, dimensions of the lot, map and tax lot number and a drawing of where the trailer (including the dimensions of the trailer) will be located on the lot or within the subdivision during all phases of work. Please include the number phases of work.
- **For other construction-related requests:**
A map (11"x17") identifying:
 1. Where construction equipment or materials will be stored;
 2. Where construction parking will be located, including the number of spaces;
 3. Please include the number phases of work.
- **For parking stalls on private property and on-street parking:**
Diagram of parking stalls requested for closure. Please include signage lighting, and other safety precautions. Fill out closure of public parking stall questions.

As applicable, clearly describe the proposed traffic control measures and include a map or plan identifying key intersections or other areas required for closure or other traffic-related impacts.

Please also identify the following if you are proposing outdoor seating:

Total seating pre-OHA Distancing Guidelines:

Total seating with OHA Distancing Guidelines observed:

Total additional seating under approved Temporary Use Permit:
- **Insurance (if applicable):**

Applicant agrees to provide a policy of liability insurance. This insurance shall provide coverage for not less than \$1,000,000 for personal injury to each person, \$1,000,000 for each occurrence involving property damage; or a single limit policy of not less than \$2,000,000 covering all claims per occurrence. The limits of the insurance shall be subject to statutory changes as to maximum limits of liability imposed on municipalities of the State of Oregon. This insurance shall be without prejudice to coverage otherwise existing and shall name as additional insured the City of Milwaukie and its officers, agents, and employees. The sponsor agrees to maintain continuous coverage for the duration of the permit.

CLOSURE OF PUBLIC PARKING STALLS (if applicable)

Fill out this section if you are requesting to close public parking stalls anywhere in the city.

Type of parking stalls requested ☐ Angled ☐ Parallel Number of stalls requested: _____

How will you block off the spaces? (e.g. orange cones, stanchions, barricades etc.)

Are all spaces requested directly in front of your business? ☐ Yes ☐ No

If not, the other businesses owner/s with affected stalls must agree in advance to the closure by signing here:

Name of Business: _____

Business Owner/Representative Name (Print or Type): _____

Business Owner/Representative (Signature): _____

Name of Business: _____

Business Owner/Representative Name (Print or Type): _____

Business Owner/Representative (Signature): _____

Name of Business: _____

Business Owner/Representative Name (Print or Type): _____

Business Owner/Representative (Signature): _____

AUTHORIZING SIGNATURES (attach additional signature pages if necessary; all owners must sign)

I am the owner/authorized agent of the owner empowered to submit this application and affirm that the information submitted with this application is correct to the best of my knowledge.

I further acknowledge that I have read the applicable standards for review of the land use action I am requesting and understand that I must demonstrate to the City review authorities compliance with these standards prior to approval of my request.

Indemnification Agreement for Temporary Use Permit

In consideration of the city's approval of this application for a temporary use permit, applicant accepts responsibility for the event and agrees to indemnify, defend and hold harmless the City of Milwaukie, and if necessary NCPRD, its officials, employees, agents, volunteers, and assigns from and

against any and all claims, suits, liabilities and expenses (including but not limited to, damages, attorney fees, and costs) that may be asserted against the City of Milwaukie arising out of or in any way related to the temporary use for which permission is sought.

Applicant acknowledges that applicant has carefully read the foregoing and understands its contents. Applicant warrants that applicant is authorized to sign this document and does so freely and without reservation.

Applicant's Signature

Date

Property Owner's Signature

Date

THIS SECTION FOR OFFICE USE ONLY:

Department Recommendations					
Temporary Use Type:	<input type="checkbox"/> Construction Trailer		<input type="checkbox"/> Real Estate Trailer		<input type="checkbox"/> Parking Stalls
	<input type="checkbox"/> Other: _____				
Routing:	<input type="checkbox"/> File	<input type="checkbox"/> Planning	<input type="checkbox"/> Engineering	<input type="checkbox"/> Building	
	<input type="checkbox"/> Facilities	<input type="checkbox"/> Parking Enforcement	<input type="checkbox"/> Police	<input type="checkbox"/> Public Works	
Regional/State Partners (if applicable)	<input type="checkbox"/> ODOT		<input type="checkbox"/> NCPRD	<input type="checkbox"/> TriMet	<input type="checkbox"/> Clackamas Fire Dist.
	<input type="checkbox"/> PGE		<input type="checkbox"/> NW Natural	<input type="checkbox"/> Other: _____	

Notes: